NOA 302 – RETIREMENT-VOLUNTARY

STEP	ACTION
1	Create the RPA from the Navigation List – Click on *Request for Personnel Actions –> Separation* or open the existing 302 RPA from the Civilian Inbox.
2	Complete the **REQUESTING INFO** Tab of the RPA: • Effective Date • SSN (with dashes) • NOA (use LOV or type it in) = **302** • Authority Code (use LOV or type it in)
4	Complete the **Remarks and Address** Tab • Part F – Remarks for SF-50 – enter appropriate remarks.
5	Click on **<Save>** icon to save
6	Click on the **EXTRA INFORMATION** button and complete the following DDFs. Click **<OK>** and **<Save>** after completing each window. **US FED AGENCY DATA** Open the DDF to verify that blocks 41-44 have autopopulated, if not enter the correct data and save. **SEPARATIONS OTHER THAN RETIREMENT** Drawdown Action ID = 0 (Not applicable) **SEPARATION AND RETIREMENT** Reason for Separation = **03** (Retirement-Voluntary) Sep Pkg Status Indicator - system generated = **1** (Retirement (Non-Disability) Dt Ret Application Received Dt Ret Pkg Sent to Payroll
7	Close **<Extra Information>** window to return to the RPA,
8	Click on the **<Save>** icon to route the RPA or to Update HR.